

Emumba's Leave Policy: Work Hard, Rest Well

Why Does This Matter?

At Emumba, we believe that great work comes from well-rested and engaged minds. We trust you to take ownership of your work, and we trust you to take time off when you need it. This policy isn't about rules—it's about ensuring fairness, transparency, and balance between work and personal life without leaving teams scrambling.

So plan ahead, communicate openly, and take the time you need to recharge. When you do, you'll come back sharper, more creative, ready to do your best work. And that's what truly makes a difference!

Who This Applies To

This leave policy applies to all individuals employed full-time at Emumba. It outlines the different leave categories available and the guidelines for using them responsibly.

Leave Entitlements

Here's an overview of the leave options available to you:

Leave Type	Entitlement	Purpose
Paid Time Off (PTO)	15 working days/year	Vacation, personal time, recharge
Sick Leave	5 working days/year	Personal illness or caregiving for loved ones
Maternity Leave (Normal Birth)	60 working days	To rest, recover, bond with your child, and transition into parenthood with the support and time you need.



Maternity Leave (Premature Birth or Medical Complications)	70 working days	To provide additional time for care and recovery when your newborn requires medical attention, surgery, or extended hospitalization .
Pregnancy Loss	10 working days	To allow time for physical, emotional, and mental recovery following a miscarriage or pregnancy loss.
Pregnancy Loss (Complicated)	20 working days	To allow time for physical, emotional, or mental recovery in special circumstances or complications.
Paternity Leave	5 working days	Supporting a newborn and family
Paternity Leave (Premature Birth or Medical Complications)	10 working days	To provide additional time for care and recovery when your newborn requires medical attention, surgery, or extended hospitalization —so you can focus on what matters most.
Special Occasion Leave	10 working days (once every 2 years)	Own marriage or religious pilgrimage (Hajj/Umrah)

Understanding Your Leave Options

1. Paid Time Off (PTO)

Research shows that time off isn't just a perk—it's essential for your well-being. Taking breaks helps clear your mind, boost creativity, and improve overall health. It's an opportunity to rest, recharge, and return with renewed energy, benefiting both you and your team.

Whether you need a vacation, personal time, or just a break from routine, these 15 working days are yours to use responsibly. Plan ahead, communicate with your team, and make the most of your time off—you'll come back sharper, healthier, and more inspired to do great work!



Planning Your Leave

- Unplanned or emergency leave (e.g. illness, bereavement): Inform your manager as soon as possible, ideally the same day. Emergencies don't follow calendars—we get it, just communicate openly.
- Short Leaves (less than 5 days): Planned time off (e.g. travel, personal days). Notify your manager **at least 1 week** in advance.
- Longer Leaves (5+ days): Secure approval **at least 2 months** in advance.

Leave Guidelines

- How to Apply: Log your leave in **BambooHR**, with reasoning. Remember to inform your team.
- Approval: You would receive a notification from BambooHR informing you as soon as your manager approves the request.
- Carry Over: You may carry forward up to **6 unused PTOs** to the next year.

2. Sick Leaves

Your health—and the health of those who rely on you—comes first. Sick leave is here to give you space to recover or care for an immediate family member, without the added stress of work. We know illness doesn't follow a schedule, so when it shows up, we've got you covered.

Leave Guidelines

- If needed, PTO may be used once **all 5 sick leaves are exhausted**.
- How to Apply: Log your leave in **BambooHR** as soon as possible, within 2 days, with reasoning. Remember to inform your team.
- Approval: You would receive a notification from BambooHR informing you as soon as your manager approves the request.
- Carry Over: Sick leave **does not carry over**.

3. Maternity Leave

Becoming a parent is a life-changing experience—and you deserve time to rest, bond, and adjust. We offer fully paid maternity leave to support your well-being and your growing family, with the reassurance that your role will be right here when you're ready to return.

You have the flexibility to use your leave in a way that works best for you—whether all at once, in parts, or after your baby arrives.



And our support doesn't stop there.

Support That Stays With You

Coming back to work—while caring for a new child—can be both exciting and overwhelming. We're here to make that transition feel a little lighter. The support continues long after your leave ends:

- Flexible working hours to ease back into your routine
- Remote work options to design a schedule that works for your family
- Onsite, fully equipped daycare so your little one is close when you need them to be
- Access to a wellness coach and licensed counselor to support your emotional well-being

We don't believe in rigid returns or one-size-fits-all timelines. We're here to meet you where you are.

Pregnancy Loss

We understand that pregnancy loss is deeply personal and rarely straightforward. At Emumba, we offer **up to** 20 working days of paid leave for recovery, depending on the complexity and individual needs of your situation.

We don't believe in placing limits on how long healing should take. This time is here to support your physical, emotional, and mental recovery—because healing takes space, care, and compassion.

Special Situations

We know that real life doesn't always follow a plan. If your journey into parenthood comes with unexpected turns, we're here to support you with care and flexibility.

If you're facing something that doesn't quite fit the standard leave structure, here's what to do:

- Talk to your manager and HR as early as possible. The sooner we know, the sooner we can help.
- **Share what you need.** Whether it's more time, a phased return, or a different kind of support, we want to understand what will help.

We'll work together to explore:

- Additional leaves of absence
- Adjusting your return timeline
- Remote work or flexible hours
- **Emotional support** through our wellness coach or counselor
- Any other **reasonable accommodations** that can ease your transition

Whatever your path looks like—we'll walk it with you.



Planning Your Leave

- Inform your manager **at least 2 months in advance** (earlier is better for planning).
- Expenses? You can claim prenatal/postnatal expenses through Emumba's IPD & OPD policies.

Leave Guidelines

- How to Apply: Log your leave in **BambooHR** as soon as possible, with reasoning. Remember to inform your team.
- Approval: You would receive a notification from BambooHR informing you as soon as your manager approves the request.
- Carry Over: Maternity leave **does not carry over**.
- If needed, PTO may be used once maternity leave is exhausted, **subject to approval**.

4. Paternity Leave

Welcoming a new baby is an exciting and life-changing moment. We know that those first few days are crucial for bonding, supporting your partner, and adjusting to a new routine. That's why we offer dedicated paternity leave—so you can be present where it matters most while ensuring a smooth transition back to work.

If the birth was particularly **complicated**, or your family needs extra time to settle due to medical concerns, you may be eligible for up to 10 **additional** working days of paid leave. We ask that you discuss this with your manager and HR as early as possible so we can plan together and ensure a smooth, timely approval process. We're here to support your transition into this next chapter—with care, flexibility, and understanding.

Planning Your Leave

- Inform your manager **at least 2 months in advance** (earlier is better for planning).
- Expenses? You can claim prenatal/postnatal expenses through Emumba's IPD & OPD policies.



Leave Guidelines

- How to Apply: Log your leave in **BambooHR**, with reasoning. Remember to inform your team.
- Approval: You would receive a notification from BambooHR informing you as soon as your manager approves the request.
- Carry Over: Paternity leave **does not carry over**.
- If needed, PTO may be used once paternity leave is exhausted, **subject to approval**.

5. Special Occasion Leave

Some moments in life are truly special—ones that deserve time, presence, and celebration. Whether you're getting **married** or embarking on a religious pilgrimage of **Umrah** or **Hajj**, we want to honor these milestones by offering you 10 exclusive working days off to fully experience them.

Since these occasions don't come around every day, this leave is available **once every two years**, ensuring that we can extend this gift while maintaining fairness and balance across the team.

Planning Your Leave

- For **Your Own Marriage Only**: This is your special day, and this leave is meant to celebrate your milestone—not someone else's. It does not apply to your sibling, cousin, or best friend's wedding—just yours.
- Approval required 2 months in advance.
- Anything longer? Needs **special approval from senior leadership**. We encourage you to fully experience these moments but also plan wisely to maintain your commitments.



Leave Guidelines

- How to Apply: Log your leave in **BambooHR**, with reasoning. Remember to inform your team.
- Approval: You would receive a notification from BambooHR informing you as soon as your manager approves the request.
- If needed, PTO may be used once special occasion leave is exhausted, **subject to approval**.

Guidelines For Planning Extended Leaves (10+ Days)

Extended leaves can be necessary for personal commitments, and we encourage thoughtful planning to ensure minimal disruption to work. Here's how to approach it responsibly:

- Plan In Advance: If you're considering extended leave, try to **plan 6 months ahead** to help your team prepare.
- Mandatory Approval: Leaves longer than 10 working days require approval at least 2 months in advance.
- Special Occasion Leave + PTO: The combined total **must not exceed 15 days** total..

Things to Avoid: Ensuring a Smooth Leave Process

Taking time off is important, but how you handle it matters just as much. Here are some key behaviors to avoid to ensure that your leave doesn't create unnecessary disruptions:

1. Taking Leave Without Informing

- a. Leaves without prior approval can impact not just your work but also your team's ability to plan effectively.
- b. If you don't have approval, be mindful of how this affects those relying on you. Respecting your commitments means respecting your team's time.

2. Not Informing Clients (Especially in Augmented Teams)

- a. If you're working **directly with a client**, timely notification is essential.
- b. Clients trust us to deliver, and part of that trust comes from open communication. If they have specific guidelines for leave notifications, you must follow them.
- c. This isn't just about policy—it's about leadership, accountability, and maintaining strong customer relationships.

3. Assuming You Can Take Leave If Your Manager is Away

- a. If your manager is on leave, it does not mean you are automatically approved for leave.



- b. This is why discussing your leave in advance is critical—so you're not left in a situation where no one is available for approvals.
- c. Plan ahead, communicate early, and ensure smooth transitions for everyone involved.

4. What Are The Consequences If I Don't Follow The Policy?

- a. Actions without consequences are just words. For more details on disciplinary actions and escalation steps related to leave misuse, please refer to our [Leave Discipline & Consequences Guideline](#).

This leave policy exists *not to restrict*, but to enable our managers to plan, communicate, and thrive together. Flexibility works best when anchored in responsibility.

The Leave Application Process

- Use BambooHR's Time Off Request Module. It's your one-stop shop for leave requests.
- Approval is required from your manager. Please do not go on leave without approval.
- If your leave **isn't approved within 48 hours**, follow up.
- If still **unapproved after 10** working days, ping HR to bring them in the loop.
- Always remember to inform your team.

Informing Your Team

Taking leave is a shared responsibility—yours to communicate and your teams' to support. Here's how to keep everyone in the loop: [Leave Communication Guidelines](#).

What If My Leave Is Denied?

Not all leave requests can be approved immediately due to work demands. If your request is denied, **discuss alternatives with your manager** and try to find a solution that works for both you and your team.

Happy Resting!

At Emumba, we trust you to **manage your time responsibly**—both in work and in rest. Take breaks, recharge, and come back ready to do great work. Just make sure your team isn't left in the dark—**communication is key!**

Plan ahead, log your leave, and enjoy your time off. You've earned it! A well-rested team is a high-performing team!



Change Log

Version	Date	 Revision Author	 Approver	Requested By	 Change Summary
0.1	19.06.2023	Wardah Mudassir			Create 1st draft version.
0.2	15.03.2024	Wardah Mudassir			Formatting of the document + addition to the policy guidelines.
0.3	10.06.2024	Yasir Bin Qaiser			Formatting and cleanup, updated purpose and objective sections.
0.4	12.05.2025	Urooj Ul Huda Ka...	Owais Anj...	Urooj Ul H...	Formatting, phrasing, clarity, structure. Introduced new allowances in maternity leaves.

